



Department of
Human Resources

October 5, 2015

MONTHLY HRO NEWSLETTER

DOHR Welcomes New Director

DOHR would like to welcome Kim Yap who joined the department on Monday, September 14, 2015. Kim joins the team as the Human Resources and Talent Management Director and will also serve in these roles for agencies with whom we have a Memorandum of Understanding. In his new role, Kim will be responsible for driving departmental efficiencies in the form of policies and procedures, administering DOHR best practices, and partnering with human resource professionals to ensure initiatives and strategies are met.

Please join us in welcoming Kim.

2015-2016 Performance Management Cycle Improvements

For the 2015-2016 Performance Management (PM) cycle, we have some exciting improvements. One of the most notable improvements is the change in the Interim Review 1 due date. Between September through January, we are finalizing the previous cycle annual reviews and completing the new cycle Individual Performance Plans and Interim Review 1. In order to make the load a little lighter, Interim Review 1 for the 2015-2016 PM cycle is now due on February 28th (or 29th during a leap year).

After much anticipation and inquiry, Edison has released a new query. Many of you have requested an all-inclusive query for tracking your employees PM documents. This query, TN_HR500_PM_DOC_DETAIL_DOHR, includes all of your employees on one spreadsheet. It does not matter if they are on a short, standard, or extended cycle or even if they are on probation. It also indicates the most recent step in the PM process. Check it out and let us know what you think!

If you have any questions or need assistance, please contact the Employee Relations Division at 615- 741-1646.

PM Tip of the Month: As we begin preparing for the 2015-2016 PM cycle, we hope the following query will assist you in this process. Remember, the mass creation of Edison PM documents for each employee on the standard cycle occurs October 1, 2015.

PM - Empl Reports To Vacant

Query Name: TN_HR510_PM_VACANT_SUPV_POS

This query identifies employees who reported to vacant supervisor positions when performance documents were mass created. If an employee reports to a vacant supervisor position, a performance document is NOT created during the mass document creation process. The PM Coordinator should run this query after mass creation for a list of non-probationary employees reporting to a vacant position. The PM Coordinator should determine who is going to complete the performance document (usually the Reviewer), then manually create and transfer the document.

Employee Service Awards Program

With much anticipation, it is now time to start putting together ideas regarding this years' Service Awards Program for your agency. The new service awards contract became effective in early September and provides a larger selection of awards, including both lifestyle and traditional items. Our longtime vendor, Southern Trophy, has created a website for viewing awards as well as printable brochures for each service milestone to assist in award selection. The new certificate frame and service award plaque are also available through contract for agencies to purchase. For more information, please contact the Employee Relations Division at 615-741-1646 or visit the new Service Awards Program website at <http://www.tn.gov/hr/topic/service-awards>.

Affirmative Action Planning System Training

Training for the Affirmative Action Planning System is scheduled for Thursday, October 22, 2015. Two sessions are available for your convenience: 9:00 a.m. to 11:00 a.m. and 2:00 p.m. to 4:00 p.m. To sign up for a session, please email, Lesley.T.Farmer@tn.gov, no later than Friday, October 16, 2015. The sessions will be located at the DOHR office, 505 Deaderick Street, 1st Floor in Training Room 3.

Religious Accommodations

Many of you have requested assistance on how to handle employee questions or concerns for religious accommodations. To assist in this area, please find the [memorandum](#) and [guidelines](#) for addressing employee requests for a religious accommodation. Questions and/or concerns regarding the guidelines should be sent to Lesley Farmer at Lesley.T.Farmer@tn.gov or (615) 253-7685.

Class/Comp: Incumbent's Box

The guide below is provided by Class/Comp for position actions in Edison when a position is currently occupied with an incumbent. The chart indicates when HR staff would check the "update incumbent's" box in keying a position change. If you have any questions, please contact Deanie White at Deanie.White@tn.gov.

Yes	No *
Transfer across department ID	Reclassification
County change	Status Change
Reports to Change	Title Change
	Reallocation
	Salary Plan/Grade change

* Incumbents will be updated via a chart sent to Class/Comp.



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Tennessee Department of Human Resources
James K. Polk Building, 1st Floor | 505 Deaderick Street | Nashville, TN, 37243
T: 615-741-2958 | tn.gov/hr